

*Welcome to the*  
UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF WASHINGTON

## Filing Checklist

We have prepared this checklist to assist you in the preparation and filing of documents with our Court. More detailed instructions may be found in the Local Rules– [www.waed.uscourts.gov](http://www.waed.uscourts.gov)

***Preparing documents:***

LR 5.1(b)	Proof of Service shall be attached by affidavit or an affidavit-of-service stamp to each document requiring service.
LR 7.1(h)	<i>Notice of Hearing</i> must accompany all motions. In order for a motion (with or without oral argument) to appear on the judge’s calendar, it must be noted for hearing.
LR 7.1(b)	<i>Memorandum of Authorities</i> must accompany all motions.
LR 7.1(f)	<i>Memoranda</i> relating to motion (other than summary judgment or other dispositive motion) must not exceed 10 pages without prior approval of the Court.
LR7.1(f)	<i>Memoranda</i> relating to motion for summary judgment or other dispositive motion shall not exceed 20 pages without prior approval of the Court.
LR 10.1(a)(2)	<p>All papers submitted must be of good quality on which line numbers appear at the left margin. All typed and printed matter must appear in either a proportionately spaced typeface of 14 points or more or a monospaced typeface of no more than 10.5 characters per inch . . . non script type. No pleading, document, or brief may have an average of more than 280 words per page, including footnotes and quotations. The word count does not include addenda containing statutes, rules, regulations, etc.</p> <p style="text-align:center">! This is a sample of 14 pt. Proportionately-spaced type.</p> <p style="text-align:center">! This is a sample of a monospaced typeface of no more than 10.5 characters per inch.</p>
LR 10.1(a)(2)	Text shall be double-spaced and on one side of the paper only. Quoted material may be single-spaced, however, footnotes shall be double-spaced.
LR 10.1(a)(3)	On the first page of each document the title of the Court shall appear on or below the fifth line. All pleadings shall be signed as required by Fed.R.Civ.P.11. Names shall be typed underneath all signature lines.

LR 10.1(c)	The first page of each pleading or other paper (except instructions) shall contain the name, mailing address & telephone number of the attorney or firm submitting the paper on the left side above line five. ( If there are multiple plaintiffs/defendants, etc., indicate by name the party(ies) you represent.)
LR 10.1(a)(1)	Pre-punching: all documents presented for filing shall be pre-punched with two normal-size holes (approximately ¼ inches diameter), centered 2¾ inches apart, ½ inch to ¾ inches from the top edge of the document.
LR 10.1(f)	Proposed Orders: On written motion or stipulation, the form of proposed order granting the motion or approving the stipulation shall be submitted separately.
LR 10.1(j)	Parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all pleadings filed with the Court, including exhibits thereto, unless otherwise ordered by the Court: Social Security Numbers, Names of Minor Children, Dates of Birth, and Financial Account Numbers. A party wishing to file a document containing the personal data identifiers may file an unredacted document under seal. This document shall be retained by the Court as part of the record. A redacted copy for the public file must be filed with the unredacted document under seal.

***Filing documents:***

LR 5.1(a)	The original and one copy of documents are required. (The copy is provided to the assigned judge.)
LR 5.1(c)	<p>Facsimile Filing: Generally, facsimile filing means the facsimile transmission of a document to a fax filing agency contracted by the Court for filing with the Court. The fax filing agency files a hard copy facsimile transmission as if it were the original with the Court. The image of the original manual signature on the fax copy will constitute an original signature for all court purposes. The original signed document shall <i>not</i> be substituted, except by court order.</p> <p>No Documents may be transmitted directly to the clerk by fax for filing. Please use one of the authorized Fax Vendors listed below:  Spokane Fax Vendor: Spokane Messenger (509) 624-1125  Yakima Fax Vendor: Legal Couriers (509) 453-1134</p>

LR 26.1

The Fed.R.Civ.P. 26(f) discovery plan shall be included in the attorney report filed with the Court. No other discovery materials, including interrogatories, requests for production, requests for admission, depositions, and FED.R.CIV.P. 26(a)(1) initial disclosure statements, shall be filed.

Clerk's Office Locations:

Spokane— Thomas S. Foley U.S. Courthouse, 920 West Riverside, Room 840, Spokane, WA 99201 (509) 353-2150  
Yakima— Wm. O. Douglas Courthouse, 25 S. 3<sup>rd</sup>, 2<sup>nd</sup> Floor, Yakima, WA 98901 (509) 575-5838  
Richland— Federal Building and U.S. Courthouse, 825 Jadwin, Richland, WA 99352 (509) 376-7262

Court Web Site: [www.waed.uscourts.gov](http://www.waed.uscourts.gov)

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